

Jefferson County
Finance Committee Minutes
November 2, 2012

Committee members: Braughler, James B.
Hanneman, Jennifer (Secretary)
Jones, Richard C. (Chair)
Mode, Jim (Vice-Chair)
Molinaro, John

1. **Call to order** – Richard Jones called the meeting to order at 8:30 a.m.
2. **Roll call (establish a quorum)** – All committee members were present.

Additional County Board supervisors present were:

Torres, Gregory	Borland, Glen	Bregant, Sarah
Babcock, Paul	Zentner, Carlton	

Staff in attendance was:

Lamers, Brian	Worzalla, Tammy	Ristow, Phil
Petre, Gary	Diestler, David	Cauley, Kathi
Kylmanen, Roger	Buchholz, Kim	Wiesmann, Kevin

Members of the public that were present: None

3. **Certification of compliance with the Open Meetings Law** – Consensus of Committee that the meeting complied with the Open Meeting Law.
4. **Review of the agenda**
5. **Citizen Comment** – None
6. **Approval of Finance Committee minutes for October 11, 2012** – A motion was made by Hanneman /Mode to approve the minutes for October 11, 2012. The motion passed 5-0.
7. **Communications**-None
8. **Discussion and possible action regarding a \$47,005 contingency transfer request from Human Services and the Infrastructure Committee for installation of security systems at the Human Services building (Acct 5210.594820 Capital Other).** Kathi Cauley explained the proposed security systems at the Human Services facility and need for security. Motion by Mode/Braughler to approve the transfer of contingency funds (Acct 9802.599901) to purchase security systems (Acct 5210.594820 Capital Other) for the Human Services Facility. The motion passes 5-0.
9. **Discussion and possible action regarding the request for fuel only credit cards from Kwik Trip with a \$500 limit.** Motion to approve 4 gas cards from Kwik Trip to be used for long trips, for the Human Services Department by Hanneman/Molinaro. The motion passes 5-0.

10. Discussion and recommendations on supervisor budget amendments for 2013 –

The Finance Committee made the following recommendations to the County Board regarding the proposed budget amendments for 2013.

1. Move \$75,000 (money for capital other: purchase of recreational equipment for county parks) from the Parks Department budget back to the general fund (fund balance). Amendment Not Recommended Unanimously
2. Elimination of \$75,000 (money for capital other; purchase of recreational equipment for county parks) from the Parks Department and decrease levy. Amendment Not Recommended Unanimously
3. Increase sponsorship revenue by \$6,448. This additional revenue would result in county tax levy being reduced in the Fair Park budget and therefore the amount of revenue coming into the general revenue budget from fund balance could be reduced by an equal amount. Amendment Not Recommended Unanimously
4. Eliminate the \$260,911 from the County Board budget used to fund farmland preservation easement purchases. Amendment Not Recommended Unanimously
5. Eliminate one Marketing Assistant position and create one Administrative Clerk position (effective 4/1/13) and eliminate two Grounds Worker positions (1,000 hours each), eliminate one Laborer (Seasonal) position and create one Maintenance Worker position (effective 5/15/13). Amendment is Supported Unanimously
6. Elimination of \$34,000 for replacement of shelter at Pohlman Park (\$20,000) and new bathrooms at Dorothy Carnes Park (\$14,000). Amendment Not Recommended Unanimously
7. Eliminate the \$1,543,127 of fund balance allocated to the highway department facilities projects. Amendment Not Recommended Unanimously
8. Approval of additional cost for the remodeling of the restrooms on 1st floor of the Courthouse and the addition of a bathroom to be ADA compliant. The complete project is estimated at approximately \$103,500 (today's cost) with \$37,230 already funded in 2012, leaving a balance of \$66,265. Due to uncertainty of cost \$115,411 is being used for the total project cost. Increase levy by the \$78,181. Amendment is Recommended 3-2 (Braugher, Mode)
9. Approval of additional cost for the remodeling of the restrooms on 1st floor of the Courthouse and the addition of a bathroom to be ADA compliant. The complete project is estimate is approximately \$103,500 (today's cost) with \$37,230 already funded in 2012, leaving a balance of \$66,265. Due to uncertainty of cost \$115,411 is being used for the total project cost. Reduce highway assigned balance by the \$78,181. Amendment is Not Recommended 3-2 (Braugher, Mode)

11. Discussion regarding the budget process during the County Board Budget Meeting.

12. Convene in closed session pursuant to s. 19.85(1)(e), STATS., to consider the potential sale price of tax foreclosure properties in the Village of Johnson Creek. Roll call was taken to go into closed session.

13. Reconvene in open session. Motion was made Jones/Molinaro to reconvene in open sessions. Motion passed 5-0.

14. Set future meeting schedule, next meeting date, and possible agenda items – Next regular meeting is November 8, 2012. Agenda items to be discussed are the Emergency Management vehicle purchase with contingency, the sale of property to the Village of Johnson Creek, the

general fund policy of retaining a minimum of 2 months unassigned fund balance with the goal of 3 months of expenditures and discussion of departments over and under budget for 2012.

15. Payment of invoices – No invoices to review at this time.

16. Adjourn – A motion was made at 10:10 a.m. to adjourn by Molinaro /Mode . The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee Secretary
Jefferson County

/bll